

STATE OF HAWAII PRE-TAX TRANSPORTATION BENEFIT PILOT PROGRAM (PTBP)
PROCESSING SCHEDULE FOR **2015-2016 (Effective 02/01/16)**

A. MONTH	B. <u>DEPARTMENT COORDINATOR</u>	C. <u>DHRD/EAO</u>	D. <u>DHRD/EAO</u>	E. <u>ICSD/ISO</u>	F. <u>DEPARTMENT COORDINATOR</u>	G. <u>TheBUS</u>	H. <u>DEPARTMENT COORDINATOR AND/OR FISCAL OFFICE</u>
FOR BUS PASS / HANDI- VAN FARE COUPONS/ VANPOOL VOUCHER	DEADLINE TO INPUT ENROLLMENT / CANCELLATION INTO PRE-TAX TRANSPORTATION BENEFIT PROGRAM SYSTEM	DISABLE INPUT SCREEN	PRINT & SEND SIGNED CERTIFIED LIST TO DAGS PRE- AUDIT	REFRESH PRE-TAX TRANSPORTATION SYSTEM TO REFLECT BUS PASS, HANDI-VAN FARE COUPON AND VANPOOL VOUCHER COUNT	DATE TO EMAIL BUS PASS, HANDI- VAN FARE COUPON AND VANPOOL VOUCHER COUNTS/ORDERS TO TheBUS <i>{Refer to your Re-Order Report}</i>	BUS PASS, FARE COUPONS AND VANPOOL VOUCHER DELIVERY DATES TO COORDI- NATORS	DISTRIBUTE BUS PASSES, FARE COUPONS AND VOUCHERS TO EMPLOYEES AND REMIT PAYMENT CHECK TO TheBUS
JUL '15	5/28/15 – 12:00 noon	5/28/15 – 12:00 noon	5/29/15	6/01/15	6/05/15 – 4 pm	6/12/15	6/19/15
AUG '15	6/29/15 – 12:00 noon	6/29/15 – 12:00 noon	6/30/15	7/01/15	7/07/15 – 4 pm	7/14/15	7/20/15
SEPT '15	7/30/15 – 12:00 noon	7/30/15 – 12:00 noon	7/31/15	8/03/15	8/07/15 – 4 pm	8/14/15	8/20/15
OCT '15	8/28/15 – 12:00 noon	8/28/15 – 12:00 noon	8/31/15	9/01/15	9/08/15 – 4 pm	9/14/15	9/18/15
NOV '15	9/29/15 – 12:00 noon	9/29/15 – 12:00 noon	9/30/15	10/01/15	10/07/15 – 4 pm	10/14/15	10/20/15
DEC '15	10/29/15 – 12:00 noon	10/29/15 – 12:00 noon	10/30/15	11/02/15	11/06/15 – 4 pm	11/13/15	11/20/15
JAN '16	11/27/15 – 12:00 noon	11/27/15 – 12:00 noon	11/30/15	12/01/15	12/07/15 – 4 pm	12/14/15	12/18/15
FEB '16	12/30/15 – 12:00 noon	12/30/15 – 12:00 noon	12/31/15	1/04/16	1/07/16 – 4 pm	1/13/16	1/20/16
MAR '16	1/28/16 – 12:00 noon	1/28/16 – 12:00 noon	1/29/16	2/01/16	2/05/16 – 4 pm	2/12/16	2/19/16
APR '16	2/26/16 – 7:00 pm	2/26/16 – 7:00 pm	2/29/16	3/01/16	3/07/16 – 4 pm	3/14/16	3/18/16
MAY '16	3/30/16 – 7:00 pm	3/30/16 – 7:00 pm	3/31/16	4/01/16	4/07/16 – 4 pm	4/14/16	4/20/16
JUN '16	4/28/16 – 7:00 pm	4/28/16 – 7:00 pm	4/29/16	5/02/16	5/06/16 – 4 pm	5/13/16	5/20/16
JUL '16	5/27/16 – 7:00 pm	5/27/16 – 7:00 pm	5/31/16	6/01/16	6/07/16 – 4 pm	6/14/16	6/20/16

E-MAIL ORDERS TO:

Raelyne Kamaka at raelyne.kamaka@thebus.org
cc: Jenny Schwartz at jenny.schwartz@thebus.org
cc: Tom Enomoto at tom.enomoto@thebus.org

MAIL PAYMENT CHECKS TO:

OTS, Inc., TheBus Customer Service
811 Middle Street
Honolulu, HI 96819
ATTN: Raelyne Kamaka